

2024 YBFWRB Lead Entity SRFB Schedule

All meetings will be held virtually or at the YBFWRB office, 1200 Chesterly Drive, Suite 280, Yakima.

Date	Phase	Description
March 5 (Tues)	DUE DATE: Project pre-application materials due	Applicants for Salmon Recovery Funding Board funds complete a pre-application. The more thorough the pre-application, the more feedback can be provided for strengthening the proposal. Submitting a pre-application does not obligate the sponsor to submit a full application for the project.
March 14-18 (Thurs, Fri, Mon)	Pre-application conferences	The purpose of the pre-application conference is to assist sponsors in developing their proposals. The applicant and pre-application committee will discuss the proposed concept and help sponsors identify steps needed to implement a project that meets priority needs within the grant timeframe. Pre-application conferences may be held virtually or in-person.
April 10 (Wed)	DUE DATE: Full Applications Due in PRISM	The Lead Entity Coordinator will generate your PRISM project number, and then project sponsors enter project review materials in PRISM for the SRFB Review Panel. Complete project review materials are required to secure a site visit by the Review Panel. Enter all project information in PRISM and attach your other supporting documents. Applications must be submitted in PRISM by 5 PM.
April 17-18 (Wed - Thurs)	Sponsor Presentations	Project sponsor will deliver a 15-20 minute presentation of the proposal to the TAG, CC, and YBFWRB staff. The goal of this presentation is to understand the basic components of each project and generate dialogue between applicants and reviewers prior to site visits. Sponsor presentations may be held virtually or in-person. Both days will only be used if there are a large number of proposals.
May 7- 9 (Tue – Thur)	Review Panel Site Visits	RCO staff and Review Panel members meet with lead entities, project sponsors, and TAG/CC members to discuss project ideas and visit each proposed project site. Site visits may be held virtually, in-person, or a hybrid approach with limited in-person participation. Site visits may be scheduled for any one of these days so please block all of them on your schedule until the site tour schedule is developed.
May 31 (Fri)	Receive Post-Site Visit TAG/CC and Review Panel Comments	Local reviewers will identify the strengths of projects and provide their input to make them as successful as possible. Written feedback is provided to the project sponsors by this date. The Review Panel will post comments to project sponsors in PRISM. The Review Panel will categorize each project as “clear”, “needs more information”, or “conditioned”.
June 10 or 11 (Mon or Tues)	Conference Call (optional)	The Lead Entity Coordinator will schedule a one-hour conference call. This is specifically for projects that have been identified as a “Project of Concern”, “Needs More Information”, or conditioned to receive further clarification from the state review panel. This is an opportunity for sponsors to clarify the questions and concerns of the state review panel. Time will be limited and sponsors should plan on identifying comments requiring clarification prior to the call.
June 24 (Mon)	DUE DATE: Final Materials & Response to initial project review forms	This is the last day to update applications. The final application must include a response to SRFB Review panel comments. Application materials, including attachments, must be submitted via PRISM by <u>noon</u> on June 24.
June 26 (Wed)	Applications Available	Application materials will be assembled and available digitally for Technical Advisory Group and Citizen Committee Review.

July 16 - 18 (Tues – Thurs)	SRFB Review Panel meeting	Review panel meets to discuss projects. The review panel will consider application materials and site visits to prepare comment forms and determine the status of each project.
July 16 - 17 (Wed - Thurs)	MEETING: Technical Advisory Group Project Evaluation	The TAG meets to rate the proposals submitted by project sponsors on their technical merits, benefits to salmon, certainty that the benefits will occur, and certainty that the project can be completed within the grant timeframe and within the proposed budget. Both days will only be used if there are a large number of proposals.
July 26 (Fri)	SRFB review panel updates project review forms	The review panel will share comments with lead entities and grant applicants. A final status will be identified for all projects as either “Clear”, “Conditioned”, “Need More Information”, or “Project of Concern”.
July 31 & August 1 (Wed – Thurs)	MEETING: Citizen Committee Project Ranking	The CC will use the TAG’s scoring for each project in conjunction with community value considerations to develop a ranked project list. Community values considered include: cultural, social, economic, efficient & effective resource use, community support, and partner support. The Citizens Committee makes the final recommendation for project funding. Both days will only be used if there are a large number of proposals.
August 7 (Wed)	Board Reviews and Approves List	The YBFWRB reviews the project list. If there are any concerns with the project ranking, they may ask the CC to reconvene, respond to the Board’s comments, and adjust as necessary. The Board cannot reorder the ranked list.
August 12 (Mon)	DUE DATE: Accept SRFB Review Panel Condition(s)	Sponsors with “conditioned” projects must accept the condition or withdraw their project for consideration of funding.
August 13 (Tues)	Due Date: Lead Entity Ranked List	Lead entities submit ranked lists via PRISM
September 24 - 25 (Tues - Wed)	Board Funding Meeting	SRFB awards grants during September meeting in Olympia. A public comment period is available.